

# UCA STAFF SENATE

## Minutes

June 2003 – June 2004

Officers:

President – Julia Robison

Secretary/Treasurer – Michelle Burgin

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, May 12, 2004 in Thompson Hall 331. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (AE) Ann Barnett (AE) Judy Corcoran (AE) Bettye McClendon (AE) Bobby Tucker (P) Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (AE) Peggy Braden (AE) Kevin Hamilton (P) Julia Robison (P) Sharon Wilkes (AE) James Hayes (AE) Robert Rutledge (AE)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes of the April 28th regular meeting were approved as read.

**Treasurer's Report:** Senator Burgin reported that the Regular account has an estimated balance of \$17.13 to spend before year-end and the Agency account has a balance of \$4,293.75.

**President's Report:** President Robison reported on the recent Board of Trustees meeting. She reported that Senator Passmore was introduced to the BOT as the incoming Staff Senate President for the 2004-05 year. She also reported that President Hardin told the board that the current graduation rate for UCA is 51.3% and that his goal for the university is to have a 60% graduation rate within five years. A tuition increase was approved along with an increase from 13 to 14 hours now being considered full-time status. Steve Wood, Associate VP for Human Resources is leaving the university for UAMS and President Hardin announced that his replacement is Rita Fleming from the Arkansas Department of Higher Education. President Robison also reported that the meetings for the rest of this year will take place in Thompson Hall, room 331. She has also set the calendar for the meetings next year and they will take place in Thompson Hall room 331 as well. The last meeting date for this year has been changed from June 30 to June 23rd for the luncheon and new senator orientation. This will take place in Thompson Hall, room 331 from 11:00 to 3:00 p.m.

**Committee Reports:**

**Social:** President Robison reported that casual dress will be allowed for the picnic (staff will be allowed to wear jeans). The following games will take place: cake walk, ring toss, and egg toss. She also asked all senators that could, to please meet at the picnic site by 10:00 a.m. to help set up for the picnic.

**Election:** President Robison told the senate that 83 total votes were cast in the election. She reported that the following individuals were elected and will take office on July 1st: Dennis Strom, Terry Starnes, Dot Carden, John Merguie, Sherri Matthews, Jan Fortney, Katherine Hambuchen, Adrian Roark and Marylynn Borengasser.

**Old Business:**

**T-Shirts:** T-Shirts are in and Senator Tucker said he will match up the order forms and deliver the ones that have been paid in full and call the people who have not completed payment for their shirts.

**New Business:**

**Funding Committee:** Senator Hayes asked for clarification from the senate on the committees responsibilities. After much discussion on the committee purpose, it was decided that the committee will discuss and form a proposal for guidelines/policies to help fund staff members with development

objectives for the Senate to follow/implement. The committee will meet again soon.

**Adjournment and Next Meeting Date:** The meeting adjourned at 10:40.a.m. The next meeting will be on June 9, 2004 in Thompson Hall Room 331.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, April 28, 2004 in BBA 220.

Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P)

Ann Barnett (AE) Judy Corcoran (P) Bettye McClendon (P) Bobby Tucker (P)

Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (AE)

Peggy Braden (AE) Kevin Hamilton (P) Julia Robison (P) Sharon Wilkes (P)

James Hayes (AE) Robert Rutledge (AE)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

Minutes: The minutes of the April 14th regular meeting were approved as read.

Treasurer's Report: Senator Burgin reported that the Regular account has an estimated balance of \$119.43 to spend before year-end and the Agency account has a balance of \$4,293.75.

President's Report: President Robison reported that Carin Dehmer called and requested that a fruit tray be included with the menu for the picnic to provide a healthy alternative for employees. The next BOT meeting will take place on Friday, May 7th and she asked President elect Passmore to attend this meeting since they usually introduce the incoming presidents of the Faculty and Staff Senates. President Robison asked the orientation committee to have one more new employee orientation before the end of the year, possibly in June.

Committee Reports:

Courtesy : Senator Wilkes reported that Get Well cards were sent to Valerie Williams and Peggy Braden.

Social: Senator Corcoran reported that the committee has met and that fruit has been added to the picnic menu. She also reported that the ticket distribution is going well.

Election: President Robison passed around a sign up sheet to work elections. Absentee voting is taking place today and the regular election will take place tomorrow in the library from 8:00 to 4:00 p.m.

Scholarship: Senator Dennis reported that nine applications were received and that eight scholarships (5 staff and 3 students of staff) were awarded for the Fall 2004 semester for a total of \$600.00.

Adjournment and Next Meeting Date: The meeting adjourned at 10:13.a.m. The next meeting will be on May 12, 2004 in Thompson Hall Room 331.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Monday, April 14, 2004 in Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P)  
Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (P) Bobby Tucker (P)  
Jim Bemis (P) David Dennis (P) Brent Passmore (AE) Lula Tyus (AE)  
Peggy Braden (P) Kevin Hamilton (A) Julia Robison (P) Sharon Wilkes (P)  
James Hayes (P) Robert Rutledge (AE)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

*Minutes:* The minutes of the March 10th regular meeting were approved as read.

*Treasurer's Report:* Senator Burgin reported that the Regular account has an estimated balance of \$119.43 to spend before year-end and the Agency account has a balance of \$4,335.59.

*President's Report:* President Robison read a portion of Senator Bowie's resignation letter, he has accepted a position in the private sector. She also received a Thank you note from Gail Coffman for the card sent to her and a card from Melissa Zakrewski for the funds Staff Senate gave for her trip with the Cheerleaders to the National Championships. She reported that the Cheerleaders placed 3rd in the nation among 14,000 cheerleaders attending. President Robison also reported on the last board meeting and told the senators that there was a new board member, Mrs. Kay Hinkle from Mountain View. The senate's meeting place for the remainder of the year will probably be in BBA 220, due to fire codes only 15 chairs are allowed in Student Center 207E. The diversity workshop went well and if any of the senators have any comments, please e-mail them to Wendy Holbrook. Senator Burgin received a call from a staff member at Alford's College in New York regarding the Staff Senate. Senator Burgin reported that she talked with the lady for about forty-five minutes regarding the senate's structure, bylaws, committees and representation. She also gave them the Senate's website address for reference and if they had any other questions regarding the make up of our Senate. They are in the process of developing a Staff Senate at their college and have formed an exploratory committee.

#### **Committee Reports:**

*Courtesy :* Senator Wilkes reported that Get Well cards were sent to Rasa Gillean (Wife of Jack Gillean), Nancy Allen, and Lula Tyus.

*Employee of the Year:* Senator Austin reported that all the interviews have taken place and that she is in the process of ordering the plaque and certificates for the winner and the other four finalists. The winner will be announced on Thursday, April 22nd at the Service Awards during X-period.

*Social:* Senator Corcoran reported that the final price negotiated per meal with Aramark will be \$6.95 and that the President will take care of the cost. The picnic will take place on May 26th, with the rain location being East McCastlain Hall.

*Funding:* Senator Barnett will be unable to chair the committee, but will remain on the committee. Senator Hayes agreed to chair the committee and will set a meeting soon.

*Election:* Nominations will be taken through Wednesday, November 21st and Elections will take place on Wednesday, April 28th (Absentee Voting) and Thursday, April 29th. Locations will be announced later. President Robison told the Senate due to resignations and the new divisional chart that nine (9) senators are needed for the upcoming year.

**Old Business:**

*Shirts:* Senator Tucker told the Senate that he had looked at several different printers and decided on the one that came closest in the price quoted by the original vendor. Shirts should be ready in about a week unless the Toad Suck Daze committee decides they need more shirts for the festival since they are also the vendor for this.

*Fee Waiver:* Senator Wilkes reported that she and Senator Tucker had spoken with Jack Gillean about the current policy and that with his help, there will be an agenda item for the next board meeting to strike the phrase “related to current job duties” from the policy. If approved, the fee waiver would be available for Summer I. Senator Wilkes suggested the senate should work on getting the word about the policy out to the staff once approved.

*Adjournment and Next Meeting Date:* The meeting adjourned at 10:25.a.m. The next meeting will be on April 28, 2004 in BBA 220.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Monday, March 10, 2004 in Burdick Room 220. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P)  
Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (P) Bobby Tucker (P)  
Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (AE)  
Peggy Braden (P) Kevin Hamilton (AE) Julia Robison (P) Sharon Wilkes (P)  
David Bowie (P) James Hayes (P) Robert Rutledge (A)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

Minutes: The minutes of the February 25th regular meeting and the March 1st Special meeting were approved as read.

Treasurer's Report: Senator Burgin reported that the Regular account has a balance of \$590.10 and the Agency account has a balance of \$4,345.59.

President's Report: President Robison reported that she had forwarded the previously approved response of the Staff Senate to the draft of the University's Strategic Thinking Initiative to Jonathan Glenn, Chair of the committee. She also reported that we might not be able to have the diversity workshop during the next meeting and that she is working with Charlotte Strickland to come up with a location and will let the Senators know as soon as possible.

#### Committee Reports:

Courtesy : Senator Wilkes reported that Sympathy cards were sent to Larry LeDuc (Marlene LeDuc), Kim Collister (Father), Nancy Gage (Mother) & Mike Murphy (Father).

Employee of the Year: Senator Austin reported that the five finalists had been selected and the committee is in the process of scheduling times for the interviews to take place.

Social: Senator Corcoran reported that due to scheduling conflicts with Graduations the picnic date will need to be moved to later in the month of May. After discussion, Senator Corcoran will check with the President's Office and Aramark regarding the picnic taking place either May 25th, 26th or 27th before Summer I classes begin. The menu/cost per meal is continuing to be worked on by the committee.

#### Old Business:

Shirts: Senator Tucker told the Senate there had been a set back with the second order of shirts. Senator Tucker called the Vendor to check on the status of the shirts and found out that the Vendor had been sick for sometime and will not be able to complete the order; however, Senator Tucker has found another Vendor that has agreed to take the order and will charge the same price for the shirts as the previous Vendor. The shirts should be ready in a couple of weeks.

Fee Remission: Senator Wilkes brought up discussion regarding the Fee Remission policy the university currently has in place. The phrase "related to the employee's current job duties or role" disqualifies employees from taking some classes and she would like to have that stricken from the policy so that

employees would be able to attend classes of interest. After discussion, it was decided that Senators Wilkes and Tucker will setup a meeting with Jack Gillean to discuss the policy and the steps that need to be taken to review and possibly change the policy in the future.

Funding Committee: Senator Tucker made a motion to setup a committee of five (5) to develop guidelines and procedures for staff members seeking funding for conferences and other events. After a second, a vote was taken 14-0-1 in favor of setting up the committee. President Robison said she would like to set up the committee with three (3) members being staff senators and two (2) consisting of staff members currently not on Staff Senate. The staff senators on the committee will be Senator Barnett, Senator Passmore and Senator Hayes. President Robison will find two other members from outside the Senate and get the committee together soon.

Steve Wood: Steve Wood came to the meeting per President Robison's request to discuss how the University is trying to improve salaries. Mr. Wood told the senate that each year they look to see where salaries can be improved for classified staff via reclassifications/upgrades and Labor Market Adjustments. Mr. Wood told the Senate that the Human Resources department is currently in the process of reviewing and making requests for the 05/06 Fiscal year that are due by July 1, 2004. He told the Senate that they are looking at requesting more positions in order to make room for reclassifications/upgrades, as well as labor market adjustments. Mr. Wood explained that the Labor Market Adjustments are not funded by the State and that the University has to find room in the budget previously given for these adjustments. Mr. Wood also explained to the Senate that the CLIP (Career Ladder Incentive Plan) for merit pay has been suspended by the state. He also explained that CLIP is not funded by the state and even if UCA had the money to fund merit pay they could not due to the suspension of the program by the State. Mr. Wood also reported on the success of the Healthy UCA program and to date 350 employees have signed up for the program.

Elections: Senator Passmore has received a copy of the staff employee listings to begin working on the nomination process being on-line for this year. He will finalize the listings closer to elections to post on the Senate website.

Adjournment and Next Meeting Date: The meeting adjourned at 11:10.a.m. The next meeting will be on March 31, 2004.

Michelle Burgin, Secretary/Treasurer



A special meeting of the UCA Staff Senate was held at 9:00 a.m., Monday, March 1, 2004 in McCastlain Hall room 001. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:  
Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P)  
Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (P) Bobby Tucker (P)  
Jim Bemis (AE) David Dennis (P) Brent Passmore (P) Lula Tyus (P)  
Peggy Braden (P) Kevin Hamilton (P) Julia Robison (P) Sharon Wilkes (AE)  
David Bowie (P) James Hayes (P) Robert Rutledge (P)

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**President's Report:** President Robison called a special meeting to discuss/finish business regarding funds for staff member Melissa Zakrzewski's trip with the UCA Cheerleaders to the National Championships. President Robison reviewed the events that went on in regard to the motion at the last meeting with the senate. The issue brought to the senate was whether to allocate \$500.00 to the UCA Cheerleaders for their trip to the 2004 National Championships. A motion was made by Senator Tyus to allocate \$500.00 for this. After a second and discussion, Senator Passmore made a motion to amend the main motion to allocate funds not to exceed \$500.00 to staff member Melissa Zakrzewski for her travel. After a second the floor was opened for discussion and the amendment to fund staff member Melissa Zakrzewski up to \$500.00 was voted on and passed, then the meeting was adjourned without voting on the amended main motion.

President Robison told the Senators that Parliamentary Procedure (Roberts Rules of Order) would be followed during this special meeting to ensure all rules were followed and that everyone that wanted to would have a chance to speak and explained to the Senators how this would work during the meeting. Parliamentary Procedure is followed at each Senate meeting although a more relaxed atmosphere has been allowed.

President Robison next read the amended motion that was left on the table from the last meeting. "Move the Senate allocate funds not to exceed more than \$500.00 to Melissa Zakrzewski (staff member) for her travel to accompany the UCA Cheerleaders to the 2004 National Championships." The floor was then opened for discussion. Senator Dennis made a motion that we refer this to a committee that will be setup up by the staff senate comprised of least five (5) members to develop procedures and review requests from staff members for funds. After a second, the floor was opened for discussion of the amendment. After discussion, Senator Tucker made a motion to table Senator Dennis's amendment and this was then seconded by Senator Passmore. A vote was then taken 10-6 in favor to table Senator Dennis's amendment to refer to a new committee. Senator Mackintosh then moved to amend the original main motion for \$500.00 to read not more than \$100.00 removing the \$500.00 amount and this was seconded. The floor was opened for discussion and a vote was then take 2-13 in denial of the amendment to the main motion.

The amended main motion on the floor was read again: "Move the Senate allocate funds not to exceed

more than \$500.00 to Melissa Zakrzewski (staff member) for her travel to accompany the UCA Cheerleaders to the 2004 National Championships.” The floor was once again opened for discussion. After discussion a vote on the original amended main motion was taken 9-7 in favor of allocating the funds. The meeting was then adjourned.

Adjournment and Next Meeting Date: The meeting adjourned at 9:45.a.m. The next meeting will be on March 10, 2004.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, February 25, 2004 in BBA 220.

Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (AE)

Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (P) Bobby Tucker (P)

Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (P)

Peggy Braden (P) Kevin Hamilton (AE) Julia Robison (P) Sharon Wilkes (P)

David Bowie (P) James Hayes (P) Robert Rutledge (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes for the February 11, 2004 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the regular account had a balance of \$644.80 and the agency account has a balance of \$4,938.29.

**President's Report:** President Robison reported that she addressed the Board of Trustees at their meeting on February 20th and spoke to them about the Senate's Scholarship fund that the Senate has been working towards endowing for a number of years and asked them to help the Senate endow this fund by giving the Senate \$7,000.00 to reach our goal of \$20,000.00. The Board voted for and approved giving the Senate a total of \$15,000.00 to help us endow the fund at a higher amount in order to increase the earnings received on the funds. President Robison also reported that Bill Harvey from ARAMARK approached her after the meeting and offered a contribution from ARAMARK of \$2,500.00. Therefore, with the funds that are being given from the Board of Trustees and ARAMARK along with the funds the Senate will receive from working the basketball games, there will be approximately \$30,759.00 in the account and the Senate can discuss endowing the fund at \$30,000.00. President Robison also reported on the subject of diversity. Charlotte Strickland approached her about a workshop that she has been working on for the campus and would like to use the Senate as a test group for the workshop. President Robison said it would take approximately one hour and we would try to schedule the workshop to take place March 24th and instead of having a regular meeting we would participate in the workshop. The T-shirt sales are complete and one person had paid for two shirts but only one shirt was ordered for her. The Senate will refund the amount of the shirt she did not receive to her. President Robison reported that she had received back approximately 363 of the 499 surveys that were sent out by the Senate asking the staff to choose one of two options for the upcoming holiday break. President Robison also reported that the last home basketball games of the season will take place on Thursday and that there are many activities going on during that time including: Senior day, Walk of Champions and recognizing students with Who's Who.

**Committee Reports:**

**Courtesy:** Get well cards were sent to Laverl Terry and Wendelene Smith, Sympathy cards were sent to Charlene Bland and Brandy Lynch and a Thinking of you card was sent to Lewis Coffey (husband of

Ardyce Coffey)

**Staff Development:** Senator Braden reported the workshop entitled "Body Beautiful/Body Balance" will take place on February 26th and March 5th. There will also be a session called Academic Advising 101 with Norma Tio Farthing at 3:00 p.m. in Harrin Hall on March 19th to update the staff on SIS.

**EOY:** Senator Austin reported that she had sent letters to all the nominated employees. She will be sending out letters to the five finalists by the end of the week when the committee has finished reviewing the nominations.

**Social Committee:** Senator Corcoran reported that she had reserved the Student Center ballroom for a rain location for the picnic and reported on possible prices/menu items.

**Scholarship Committee:** Senator Dennis reported that the deadline for applications for the fall semester book scholarship is April 19th.

#### **Old Business:**

**Fee Remission Policy:** President Robison reported that she checked on the policy and it will fund one undergraduate degree and one graduate degree. She also said that if an employee wanted to take a class to improve their job performance and was not degree seeking that their supervisor can write a letter explaining this and the waiver would be allowed. President Robison said she was not able to speak with Steve Wood regarding the policy but would check with him for any other information in regard to the policy.

**Strategic Planning:** Senator Mackintosh distributed a draft that she and Senator Wilkes worked on for the Senate's response to the STI. The Senate reviewed the draft and passed a motion to approve the draft and send it to the Steering committee as our response.

**Donation to Cheerleaders:** Senator Tucker spoke for the topic to the Senate since it was tabled from the last meeting due to his early departure from the last meeting. He told the Senate that the Cheerleaders are not given funds from the University to help with the trip to the National Championships and that each year they have to raise the money themselves. Senator Tucker asked the Senators to think about donating \$500.00 to help them with their trip to Nationals to represent the University. Melissa Zakrzewski a staff member and the Marketing Director/Cheerleader Coordinator for Athletics spoke of their efforts to raise these funds through sponsorships, promotions and other fundraising efforts and told the Senate that a donation from them would help defray the cost. The 2004 National Championships are scheduled to take place March 30th through April 3rd with twenty-five members of the squad attending along with Melissa Zakrzewski as their sponsor. She said the total cost of the trip would be around \$20,000.00 and each member is asked to raise \$500.00 towards this amount on their own. After Melissa Zakrzewski left the senate discussed the matter as to legality and precedence at length. Senator Tyus made a motion to give the Cheerleaders \$500.00 which was seconded. The floor

was then open for more discussion regarding the motion. Senator Passmore then made a motion to amend the original motion to not fund the cheerleaders as they are a student group, but to give the funds to Melissa Zakrzewski a staff member and sponsor to help defray the costs of her travel not to exceed \$500.00. After a second was given on this motion, more discussion followed and a vote was taken 13-3 in favor of giving the funds to Melissa Zakrzewski for her trip with the cheerleaders to the National Championship.

**\*Note:** The meeting was adjourned after the vote and it was discovered after the meeting that the vote that took place was to approve the amendment to the motion, not to approve the amended motion. Therefore, when the meeting ended the amended motion was left as unfinished business for the senate. A special meeting was called at 9:00 a.m. Monday, March 1st to take care of the unfinished business on this amended motion. See minutes for Special Meeting 3/1/04.

**New Business:**

**Smoking Policy:** Senator Dennis reported that the Board of Trustees tabled discussion of a policy regarding smoking on campus until the SGA have completed their on-line survey that is currently going on.

Adjournment and Next Meeting Date: The meeting adjourned at 11:00.a.m. The next meeting will be on March 10, 2004.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, February 11, 2004 in Torreyson Library 206. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused: Janice Austin (AE) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (AE) Ann Barnett (AE) Judy Corcoran (P) Bettye McClendon (A) Bobby Tucker (P) Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (A) Peggy Braden (P) Kevin Hamilton (AE) Julia Robison (P) Sharon Wilkes (P) David Bowie (P) James Hayes (AE) Robert Rutledge (A)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes for the January 28, 2004 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the regular account had a balance of \$776.38 and the agency account has a balance of \$4,866.24.

**President's Report:** President Robison gave the senators a copy of the new organizational chart that is now on the UCA website. She talked with President Hardin and said he has agreed to sponsor the staff picnic again this year. The senate's social committee will plan the picnic and activities along with providing the decorations. President Robison read Thank you cards she received from Reesa Robinson and Kasi Jones who were recipients Staff Senate Book Scholarships.

#### **Committee Reports:**

**Courtesy:** Get well cards were sent to: Paul McLendon and Pam Jolly-Husband and a Sympathy card was sent to Michelle Burgin.

**Blood Drive:** President Robison was contacted about sponsoring a blood drive on campus this week. Due to time constraints she suggested that we could get the word out for them by sending a campus wide e-mail notifying the UCA community of the event scheduled for Friday, February 13.

**Staff Development:** Senator Braden is organizing two workshops in connection with the Healthy UCA campaign that Staff Senate will sponsor called the Body Beautiful Body Balance on February 26th and March 4th at noon. Participants can attend one of these for credit in the Healthy UCA campaign. She has planned a menu of finger sandwiches, cookies, ice tea and water from ARA. The event is being sponsored by UCA Staff Senate in conjunction with the Healthy UCA campaign.

**EOY:** Senator Burgin reported that seventeen nominations were received and fifteen are eligible due to the two year employee requirement. Senator Austin is in the process of sending letters to the nominees to let them know they have been nominated and will get the committee together soon to narrow the field down to five finalists. Senator Burgin reported that they are also in the process of gathering the responses and feedback about the nomination forms in order to revise it for next year since the questions are intimidating and more oriented towards co-workers and supervisors.

**Social Committee:** Senator Corcoran has scheduled the rain location of East McCastlain for May 6th for the annual picnic and she still needs to check with ARA regarding the Cafeteria closing and the date may have to be changed. No menu has been set as of yet.

**Old Business:**

**T-Shirts:** Senator Tucker reported that orders were taken for two days in the Student Center and he should have the orders in hand today to give to the vendor. He reported he had two shirts left from the campaign before the holidays that have not been distributed.

**Strategic Planning:** After discussion of the goals and targets, Senators Wilkes and Mackintosh will compile the senators discussion into a response that the senate will vote on at the next meeting.

**Academic Advising:** President Robison will call Norma Tio to see when she wanted to present this session for Staff Development.

**New Business:**

**Fee Remission Policy:** Senator Wilkes discussed the change that occurred in the fee remission policy for Staff. It currently reads that for fee remission one must be degree seeking. Senators Wilkes and Mackintosh both discussed the possibility of this policy change discouraging staff members from taking courses for areas of interest or as refresher courses. President Robison said she will find out when the policy was changed to include degree seeking in the policy.

**Donation to Cheerleaders:** Senator Braden spoke for the item since Senator Tucker had to leave the meeting early. The Cheerleaders need the money to go to Nationals and have been trying to raise money and have asked the SGA for funds as well. After much discussion on whether to hear this or not as it is precedent setting, the item was tabled since Senator Tucker was not able to present the item to the senate.

**Senator Attendance:** Senator Corcoran made a comment to the senate to recognize the absence of many of the senators from today's meeting. Half of those absent today had an excused absence.

**Adjournment and Next Meeting Date:** The meeting adjourned at 10:55.a.m. The next meeting will be on February 25, 2004.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, January 28, 2004 in Torreyson Library 226. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused: Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P) Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (AE) Bobby Tucker (AE) Jim Bemis (P) David Dennis (P) Brent Passmore (A) Lula Tyus (P) Peggy Braden (A) Kevin Hamilton (A) Julia Robison (P) Sharon Wilkes (P) David Bowie (P) James Hayes (P) Robert Rutledge (P)

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**Minutes:** The minutes for the January 14, 2004 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the regular account had a balance of \$776.38 and the agency account has a balance of \$4,866.24.

**President's Report:** President Robison reported that a new member of the Board of Trustees had been appointed and his name is Conrad Garner. The next BOT meeting is scheduled for February 20, 2004. She asked the senators to get her information on anything they feel she needs to address in her speech to the Board of Trustees. President Robison said she plans to discuss our goals and needs for the Staff Senate Scholarship Fund during her speech.

#### **Committee Reports:**

**T-Shirts:** Senator Tyus said she would setup a table next week in the Student Center to take orders for shirts. She will probably do this for two days and will let President Robison know which days they will be once she can confirm them with Hank Phelps. Shirts ordered before the holidays are in and will be distributed to those who ordered them.

**Employee of the Year:** Senator Burgin reported that the committee has received only three nominations to date and that only two are eligible for nomination. She asked senators to let people in their departments know of the need for nominations and where to get a form. After much discussion about the lack of nominations, it was decided to extend the deadline another week until Friday, February 6, 2004.

**Courtesy:** Get well cards were sent to: Kevin Hamilton, Ann Davis, Barbara Anderson, Gale Garrison and Marlene LeDuc and a Sympathy card was sent to Charlene Bland.

**Staff Development:** Senator Braden is organizing two workshops in connection with the Healthy UCA campaign that Staff Senate will sponsor called the Healthy Body Image on February 26th and March 4th at noon. Participants can attend one of these for credit in the Healthy UCA campaign.

**Scholarship:** Committee has not met. They will begin review of the scholarship guidelines and revise them for the Senates review.

**Social Committee:** Senator Corcoran discussed the need to go ahead and set a date for the annual picnic. After discussion among the senators it was decided that she would check with the President's Office and the Calendar office for that day and a possible rain location for the event on may 6th.



**New Employee reception:** The last reception was held in November and President Robison told Senator Singleton she would give her a list of the new employees to begin planning one for February.

**New Business:**

**STI:** The steering committee has asked for the Senates input regarding the proposed Strategic Thinking Initiative plan. The information is located at: [www.uca.edu/STI](http://www.uca.edu/STI) They have asked for responses by February 27th, 2004. Discussion was held regarding Goal 5 in regard to equitable salaries and benefits for Faculty and Staff. Senators discussed the premise that there is little opportunity for advancement and rewards (merit pay) for staff on the lower end of the scale. After much discussion, President Robison asked the senators to read through the STI and bring there questions or e-mail to her before the next meeting at which we will discuss and draft a response to the plan. Questions were also brought up in regard to merit raises or merit pay. Senators questioned the available structure or funding in place to reward employees for their work.

**Wingo Hall:** President Robison told the senate it was brought to her attention that in the plans for the Wingo Hall renovation that space/time has been set aside by the Provost Office for a Conference Room for use by the Faculty Senate, but none has been set aside for the Staff Senate. Some staff members feel that the Staff Senate is overlooked in many areas and not regarded in such a high standard, as is the Faculty Senate or the SGA. After discussion, President Robison was advised to call and discuss the issue with Jack Gillean of possibly having a time/space reserved for the Staff Senate to meet.

**Adjournment and Next Meeting Date:** The meeting adjourned at 10:45.a.m. The next meeting will be on February 11, 2004.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, January 14, 2004 in the Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (AE)

Ann Barnett (A) Judy Corcoran (P) Bettye McClendon (AE) Bobby Tucker (AE)

Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (A)

Peggy Braden (A) Kevin Hamilton (P) Julia Robison (P) Sharon Wilkes (AE)

David Bowie (P) James Hayes (P) Robert Rutledge (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes for the November 12, 2003 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the regular account had a balance of \$804.44 and the agency account has a balance of \$4,866.24.

**President's Report:** President Robison gave senators copies of the remaining schedule for the basketball games and asked senators to mark their calendars for the games they were scheduled to work. She reported that she had received mostly good comments about the Holiday Feast and that overall Aramark did a good job with seating and having enough food for everyone. Aramark proposed changing the menu this year but due to time constraints we went with the same menu. President Robison suggested that the Social Committee look at the different options for next year for something different and to lower the cost of the function.

#### **Committee Reports:**

**T-Shirts:** President Robison has received a few calls checking on when people should expect to receive the shirts they ordered before the Holidays. Senator Tucker is out of town and should be back the next day. She will check with him to see who the vendor is and when the shirts can be picked up for distribution.

**Angel Bear Tree:** Senator Burgin reported that enough monetary donations were received to cover the angels that were left on the tree with about \$40.00 left that was deposited into the agency account to be used towards next years campaign. The senate discussed the need to possibly limit the number of nominations since there seem to be more each year or limit the nominations to the children of staff members.

**Employee of the Year:** The nomination form has been placed on the senate website and an e-mail notifying the UCA community has been sent with the link to the form. The EOY Selection committee has been set and the deadline for nominations is Friday, January 30, 2004.

**Elections:** Senators discussed the upcoming elections and the possibility of getting the elections or in the very least the nomination process on-line to cut down on the paperwork of mailing the forms and the listings to every staff employee. The committee will meet soon to see what is feasible for the elections in April. The Service Awards will possibly take place on April 15 or 22nd and we may do elections at that time so everyone will have a chance to vote when they come to the awards.

**New Business:**

**Minutes on Website:** The minutes posted on the Senate website are currently up-to-date except for the November 12th minutes approved today. The Secretary/Treasurer will try to send an e-mail draft campus wide as soon after the meeting as possible so the staff can see what is being discussed in a more timely manner.

**Scholarship Committee:** Senator Dennis reported that a scholarship recipient decided not to take a class in the Spring semester for which he/she was awarded and instead take the class this summer. After much discussion, the Senate voted to deny the request to move the scholarship to summer since the award guidelines are mute in regard to the summer sessions and a previous recipient that wanted to move the scholarship to the next semester was made to re-apply. The senate also suggested that the Scholarship committee review and write a new draft of the award guidelines to include the summer semesters in the future for the senate to review.

**Adjournment and Next Meeting Date:** The meeting adjourned at 10:50.a.m. The next meeting will be on January 28, 2004.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, November 12, 2003 in the Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P)  
Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (P) Bobby Tucker (P)  
Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (AE)  
Peggy Braden (P) Kevin Hamilton (AE) Julia Robison (P) Sharon Wilkes (P)  
David Bowie (P) James Hayes (P) Robert Rutledge (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes for the October 29, 2003 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the regular account had a balance of \$1,489.52 and the agency account has a balance of \$2,724.59.

**President's Report:** President Robison reported that the tailgate party was a success and that we hope to sponsor a tailgate party again next year, hopefully earlier in the season. Aramark donated most of the items for the tailgate and offered to do the same next year. The Veteran's Day ceremony was also a huge success with coverage in the Log Cabin Democrat and the positive responses from many on and off campus.

#### **Committee Reports:**

**Courtesy Committee:** Senator Wilkes reported that Get Well/Thinking of you cards were sent to Kathleen Whitehead, Luther Wilson and Rhonda Holbrook.

**Social Committee:** The committee is meeting weekly. Things are coming together. Senator Corcoran reported that 83 tickets had been sold to date. The program will be finalized soon.

**Thanksgiving Baskets:** Senator Braden reported there were 22 nominations to date and she has received 5 boxes of canned goods and about \$266.00 in cash donations. Deadline for donations will be Monday, November 24, 2003. Baskets will be given out on the 25th.

**Orientation Committee:** Senator Singleton reported that 10 new staff members attended the orientation and that the next orientation will be scheduled for January or February.

**T-Shirts:** Samples are ready and will be picked up soon. The shirts available are a white button-down, purple t-shirt, purple golf shirt and a mock turtleneck. Senator's Tucker and Tyus will get together and schedule times/places for viewing the samples and taking orders.

**Angel Bear Tree:** Taking nominations, and they will be limited to full-time UCA staff employees.

**Graduation:** Need volunteers for Winter graduation which will take place on Saturday, December 13 at 10:00 a.m. and 3:00 p.m.

**New Business:**

Senate Event Times: President Robison asks senators if they would like to help with a senate event to please show up a few minutes early than the scheduled event time.

**Development/Training:** Senator Wilkes stated that there is still a desire from staff for computer training for staff employees. The senate will be sponsoring an Academic advising session with Norma Tio in the spring. An Ad Hoc committee was formed to explore the needs and make suggestions for possible solutions.

**Senate:** The senate will not meet until next year unless a special meeting is called the first week of December.

**Adjournment and Next Meeting Date:** The meeting adjourned at 11:00.a.m. The next meeting will be on January 14, 2004.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, October 29, 2003 in the Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P) Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (P) Bobby Tucker (P) Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (P) Peggy Braden (AE) Kevin Hamilton (P) Julia Robison (P) Sharon Wilkes (P) David Bowie (P) James Hayes (P) Robert Rutledge (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes for the October 8, 2003 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the regular account had a balance of \$1,666.26 and the agency account has a balance of \$3,068.06.

**President's Report:** President Robison read the memo signed by President Hardin approving the purchase of nametags by the department their senator comes from that was distributed among the Vice Presidents. She also reported that Norma Tio had contacted her about the Senate sponsoring a staff development seminar entitled "Advising 101 for Staff" Topics would include where to send students on campus, advising, etc. and will probably be scheduled for sometime in February. President Robison distributed a copy of a draft of the new environmental health and safety policy for the senators to review. The Veteran's Day ceremony has been scheduled to take place on November 11, 2003 at 10:00 a.m. and she has asked President Hardin to attend and say a few words.

#### **Committee Reports:**

*Courtesy Committee:* Senator Wilkes reported that Sympathy Cards were sent to Maurice Lee and Barbara Stanley and a Get Well Card was sent to Brenda Tucker, wife of Senator Bobby Tucker.

*Social Committee:* The committee is meeting weekly. Senator Corcoran asked for a budget for the decorations, supplies and door prizes. This year the committee decided to do more for the staff and buy the door prizes this year instead of asking for donations. The door prizes will be given out throughout the program. A budget of \$450.00 was approved for these items in addition to the funds already approved for the ticket subsidy.

*Thanksgiving Baskets:* Campaign has been successful to date including the collection of money. Deadline for donations will be Monday, November 24, 2003. Baskets will be given out on the 25th.

*Orientation Committee:* Tuesday, November 11, 2003 at X-period in the Fireplace Room in McCastlain Hall will be the next new employee orientation. Thirty new staff have been invited to come.

**Old Business:**

*Staff Survey:* The surveys on traffic and inclement weather are at a standstill. The weather policy is currently being worked on and the traffic is an existing problem. President Robison will meet with President Hardin to see if there is still a need for the survey.

*November 26th:* A motion was made and approved to cancel the November 26th meeting since this is the day we leave for Holiday break early.

*January 2nd:* Senator Bemis asked if there had been any news about taking a day of vacation on January 2nd, the Friday after New Year's Day. President Robison told the senate that it is being worked on and there has been no decision as of yet.

**New Business:**

*Tailgate Party:* Senator Tucker told the Senate that he felt we do not have enough functions to bring the staff together. He asked if the Senate would sponsor a Tailgate party for the last home game of the season on Saturday, November 8, 2003. So far he has received donations from Pepsi, Hog Pen and Sherwin Williams. He estimates that the Senate would only need to cover \$150 of the cost if not all is covered by the donations. A motion was made and approved to sponsor a tailgate party.

*T-Shirts:* Samples will be ready by payday on November 10th. Senator Tyus offered to setup a table in the Student Center for staff to view the different shirts available and place an order.

*Maps:* Senator Wilkes told the senate that Joyce Taylor had contacted her after reading the senate minutes about finding an official map to give directions to students and visitors on campus. Senator Wilkes explained to the senate that there are maps available on the Physical Plant web site and that if there is a special event on campus that an accommodation can be made to make a specific map to a location and that they would be glad to help anyone with their map needs.

*United Way:* Senator Dennis told the Senate that the United Way campaign would soon kick off with a Chili Supper/Cook off on November 13, 2003 in front of the Brewer Hegeman Conference Center from 5:30-7:30 p.m. The cost will be \$6.00 for Faculty/Staff and \$5.00 for Students with the proceeds going to United Way.

**Adjournment and Next Meeting Date:** The meeting adjourned at 10:45.a.m. The next meeting will be on November 12, 2003.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, October 8, 2003 in the Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P) Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (AE) Bobby Tucker (P) Jim Bemis (P) David Dennis (P) Brent Passmore (P) Lula Tyus (P) Peggy Braden (P) Kevin Hamilton (P) Julia Robison (P) Sharon Wilkes (P) David Bowie (AE) James Hayes (P) Robert Rutledge (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes for the September 24, 2003 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the regular account had a balance of \$1,712.99 and the agency account has a balance of \$3,068.06.

**President's Report:** President Robison read Senator Sitz's resignation and told the senate that we will need to replace her as chair of the Appointments committee. The board meeting was discussed and the following items were addressed: 3% salary increase for Faculty/non-classified staff, expansion of Christian Cafeteria and the HPER Center and the purchase of Mansard (Stadium Park) Apartments. President Robison also reported that a member of the Environmental Health and Safety committee would be on hand at our next meeting to discuss a new policy that will be going into effect.

#### **Committee Reports:**

*Courtesy Committee:* Senator Wilkes reported that a Sympathy Card and two Thinking of You cards had been sent to staff since the last meeting.

*Social Committee:* "A Story Book Christmas" has been selected as the theme for this year's holiday feast. The Spirit Awards will take place again this year with a change in the judging of a Christmas tree instead of the whole participating office. Meals will cost \$6.50 and the senate passed a motion to subsidize staff tickets by \$1.50 to make each staff members ticket \$5.00. Faculty and other guest's tickets will cost \$6.50.

*Thanksgiving Baskets:* Discussion was held on giving food baskets to those in need here on campus that otherwise would not have a nice Thanksgiving. A motion was made and passed that the Senate sponsor and get the word out for nominations/donations for the food baskets. Senator Braden volunteered to chair the committee and Senator Tucker volunteered twenty (20) turkeys from him and his family for the baskets. Information will be sent out soon through campus mail.

*Scholarship Committee:* The committee has met and set a deadline of November 24th for applications



for the scholarships for the Spring 2004 semester. The committee will then meet and make an announcement on the recipients on December 5th. Applications will be available at the Library, Physical Plant, and Financial Aid and from any of the Scholarship Committee members.

**Old Business:**

*Staff Survey:* The committee met and has gathered questions on inclement weather and the traffic problem. They will meet again to finalize the questions for the survey.

*Nametags:* Senator Barnett told the Senate that the President would bring the issue before the V.P.'s at the Senior Staff meeting. President Robison said she would draft a memo for the president to sign and distribute to the V.P.'s and others on the purchase of senators nametags.

**New Business:**

*Agenda & Minutes:* Will continue to be sent in electronic form. Senators are asked to print a copy for themselves and copies will no longer be available at the meetings.

*February meeting:* We do not have the room in the Student Center available. President Robison asked the Senators to think of a place in their buildings or else where that we can hold the meeting at.

*Funeral Leave:* Senator Mackintosh raised the issue of Funeral Leave. At one time, UCA had funeral leave of three (3) days for immediate family. Due to state regulations it has not been offered the last few years. The senate was told that Barbara Anderson is currently looking into this issue.

*Retirement Options:* During the BOT meeting an option was approved for Faculty and Staff to be able to contribute more towards their retirement. This option is through the SRA (Supplemental Retirement Annuity) which is voluntary for the Faculty/Staff and UCA does not contribute to this plan.

*Basketball Schedule:* Senator Tucker said the Schedule is now available and asked the senators to please sign-up for their two (2) games they are required to work.

*T-Shirts:* Committee will meet again soon. They have received prices on different types of shirts and will decide on prices, products and the logo to offer at their next meeting.

**Adjournment and Next Meeting Date:** The meeting adjourned at 10:55.a.m. The next meeting will be on October 29, 2003.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, September 24, 2003 in the Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P) Michelle Burgin (P) Rita Mackintosh (P) Brenda Singleton (P) Ann Barnett (P) Judy Corcoran (P) Bettye McClendon (P) Ramona Sitz (AE) Jim Bemis (P) David Dennis (P) Brent Passmore (P) Bobby Tucker (P) Peggy Braden (AE) Kevin Hamilton (P) Julia Robison (P) Lula Tyus (P) David Bowie (A) James Hayes (P) Robert Rutledge (P) Sharon Wilkes (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

**Minutes:** The minutes for the September 10, 2003 meeting were approved.

**Treasurer's Report:** Senator Burgin stated that the only change from the last report was the phone bill in the amount of \$17.73 charged to the regular account.

**President's Report:** President Hardin needs feedback on traffic and the inclement weather policy. President Robison discussed the possibility of the senate distributing a mail-out or a survey to receive the opinions of the staff. She said that he would like us to give him recommendations on solutions to these issues. An Adhoc committee was formed to define the problems and find solutions to them. The Board of Trustees meeting will be Friday, October 3rd and President Robison will be allowed to address the Board for five minutes. She discussed thanking them for the new fee waiver and the fee repeal for the HPER Center as well as going over the Senate's goals for the year.

#### **Committee Reports:**

*Courtesy Committee:* Senator Wilkes reported that get well, sympathy, and thinking of you cards were sent to staff since the last meeting and a congratulations card was sent to President Hardin on the first anniversary of his presidency.

*Staff Orientation:* The committee will be meeting soon to prepare for a reception in November.

*Social Committee:* Senator Corcoran reported that the cost will be \$6.50 per person for the annual Holiday Feast. She has confirmed the date of December 10th and the President will be in attendance and has given permission for the lunch hour to be extended for the feast to take place from 11:30 to 1:00 p.m. The committee will be meeting soon to discuss the decorations for the feast.

#### **Old Business:**

*Ball games:* All Senators need to work two each of Football and Basketball games.

*National Women's Health Day:* This event will take place in the HPER Center today from 4:00 to 7:00 p.m.

*T-Shirts:* The committee is gathering information on prices for shirts and other merchandise.

*Map of University:* Senator Wilkes told the Senate she was able to find an up to date map of the University in the parking brochure distributed by UCAPD for those needing a map of the campus to give visitors and students directions.

*Nametags:* More discussion was held after the last meeting about the nametag purchases. Senator Hayes told the senators that he felt the nametags should have each of the senator's names on them to help staff to identify them at events and other daily functions. A motion was passed at the last meeting to purchase nametags and was rescinded by a vote of the senators and a new motion made and passed to purchase fifteen nametags with the wording "Staff Senate Volunteer." President Robison was told by Senator Barnett that President Hardin will back the Senate in having the Senator's departments purchase their nametags. President Robison will draft a memo for President Hardin to review and sign to notify departments of the need to purchase their elected Senator's nametag.

*Reorganization:* After discussion, it was decided to let things get settled in the organizational chart before elections take place in the spring and there is a procedure in place regarding representation when organizational changes take place for the affected senator to remain in their position until their term expires.

#### **New Business:**

*Strategic Planning:* Senator Passmore updated the senate on the Strategic Planning Committee and said the committee hopes to have a plan in place by May.

*WW II Dedication:* The dedication of the WW II memorial will take place on Friday, October 3rd before the Board of Trustees meeting.

*Adjournment and Next Meeting Date:* The meeting adjourned at 11:00.a.m. The next meeting will be on October 8, 2003.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, September 10, 2003 in the Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P), Michelle Burgin (P), Rita Mackintosh (P), Brenda Singleton (AE), Ann Barnett (P), Judy Corcoran (P), Bettye McClendon (P), Ramona Sitz (AE), Jim Bemis (P), David Dennis (A), Brent Passmore (P), Bobby Tucker (AE), Peggy Braden (P), Kevin Hamilton (P), Julia Robison (P), Lula Tyus (P), David Bowie (AE), James Hayes (P), Robert Rutledge (P), Sharon Wilkes (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

Minutes: The minutes for the August 13, 2003 meeting were approved.

Treasurer's Report: Senator Burgin stated that there is a balance of \$3,099.57 in the Agency account and \$1,815.17 in the regular account.

President's Report: President Robison told the Senate that the Executive committee met with Jonathan Glenn about the University's Strategic Planning. Due to the length of time the planning committee will be meeting, Brent Passmore will serve on this committee for the Senate. She also said that she will be speaking at the October Board meeting and asked senators to let her know of any items that needed to be addressed. Division changes were discussed and whether there was a need to make adjustments to the Senate representation. This will be under review since divisions could still be changing. President Robison reported on the President's address and discussed the possibility of a mandatory day of vacation on January 2nd with the senate. Senator Tyus suggested that department heads should work with their staff to allow accrual of compensation time to cover this day off if they did not wish to use a day of vacation or did not have vacation time accrued. President Robison said she will ask the President about this at their next meeting. The University will close at 11:30 on the Wednesday before Thanksgiving if President Hardin is unable to give staff the whole day.

Committee Reports:

Courtesy Committee: Senator Wilkes reported that a get well card was sent to Jody Bridges.

Social Committee: Senator Corcoran reported that she had reserved the Student Center Ballroom for Wednesday, December 10, 2003 for the Holiday Feast. Currently, the cost will be \$6.50 per person with a traditional dinner of turkey or ham and the trimmings. With the President's permission the lunch hour will be extended for the feast to take place from 11:30 to 1:00 p.m. Senator Corcoran will check with the President's office to make sure there are not any conflicts.

Old Business:

National Women's Health Day: This event will take place in the HPER Center on September 24th from 4:00 to 7:00 p.m. and the first 300 ladies will receive a special gift.

Nametags: Senator Burgin reported that the nametags on the state contract are \$5.35 each and to order 25 will cost \$133.75. Discussion was held on whether to place senators names on the tags and how they would be used. Senator Barnett suggested that the department the senator represents should pay for that senator's nametag. Senator Hayes said that placing the senators names on the tags would help the staff to recognize the senators at senate-sponsored events and around campus. Senator Wilkes made a motion to purchase 25 nametags with "Staff Senate" on them and the motion passed.

New Business:

Physical Plant: Called to ask if Staff Senate could help with the table check-in/out at the football games. Athletics has taken this over and is allowing the baseball team to earn money with this project. We may be called on in the future for this and will need to have a vote if we want to take on this project.

T-Shirts: Senator Tyus told the senate that people are asking if we are going to sell T-shirts this year. It has been two years since our last shirt project, which was a denim shirt. A committee was formed with Senator Tyus chairing the committee. The committee will meet and gather information to bring back to the senate on the type of shirt and logo we will sell this year.

Angel Bear Tree: Senator McClendon asked if there was any information about the project that Lisa Shoemake will chair once again this year. She is ready to get an early start so things don't come down to the wire like last year. Senator Burgin said that she was on the committee last year and would be glad to help her with this project again this year.

Adjournment and Next Meeting Date: The meeting adjourned at 10:55.a.m. The next meeting will be on September 24, 2003.

Michelle Burgin, Secretary/Treasurer

A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, July 9, 2003 in the Student Center 207E. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P), Michelle Burgin (P), Rita Mackintosh (AE), Brenda Singleton (P), Ann Barnett (P), Judy Corcoran (P), Bettye McClendon (AE), Ramona Sitz (P), Jim Bemis (AE), David Dennis (P), Brent Passmore (P), Bobby Tucker (P), Peggy Braden (P), Kevin Hamilton (AE), Julia Robison (P), Lula Tyus (P), David Bowie (P), James Hayes (P), Robert Rutledge (P), Sharon Wilkes (P)

Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Julia Robison or Michelle Burgin if you are unable to attend a meeting as soon as possible.

Minutes: The minutes for the June 25, 2003 meeting were approved.

Treasurer's Report: Senator Austin stated that there were no changes to report. The Agency Account has a balance of \$5,722.30 and the University account has a balance of \$2.83.

Election of Officers: Senator Sitz distributed the Slate of Officers recommended by the appointments committee. The slate of Officers for nomination was listed as follows: President- Julia Robison, Vice President (President Elect)- Brent Passmore, Secretary/Treasurer- Michelle Burgin, and Parliamentarian- David Dennis. The floor was opened for further nominations and discussion. A motion was made and passed to accept the slate of officers.

President's Report: President Robison told the Senate that her goals for the upcoming year are: to have more involvement/participation from the staff on campus and to increase voter turnout for the elections. President Robison opened the floor for further discussion of goals/projects for the coming year. The following goals were recognized: More communication to the University staff about Staff Senate, attach link to minutes when sending e-mail notification of minutes being available on web page, and establish time/way for each senator to communicate with the staff they represent. The idea for each senator to create an e-mail distribution list will be worked on. President Robison discussed with the senators the need for the Ex Officio position currently held by Steve Wood, Vice President for Human Resources. She said that he would be glad to attend any meetings that we request him to, but that he would need information in regard to the question so he can have time to prepare. Also, the questions asked cannot be for specific individual circumstances regarding a staff member's employment or for any type of pay issues. After discussion, the senate decided to keep the Ex Officio position (invited member) and ask Mr. Wood to attend our meetings when necessary.

Committee Reports: Appointments Committee: Senator Sitz asked the senators to let her know of any committees they would be interested in joining. Courtesy Committee: Senator Wilkes reported that a sympathy card had been sent to Jody Bridges and a get well card to Vernon Lyons (husband of Cheryl Lyons). Senator Wilkes sent an e-mail to the campus letting them know who to contact to have cards sent for this year. Discussion was held on whether to send cards for retirement of employees. A motion was made and passed that retirement cards will be sent for employees who retire from the University.

Senator Austin told the senate that Sharon Russell wanted us to know how thankful her son and the other soldiers stationed in Iraq are for the care packages that have been sent. Scholarship Committee: Senator Dennis reported that one of the scholarships that was awarded for the Fall 2003 semester was turned down due to a change in family circumstances. Senator Dennis also made a recommendation to the staff senate to transfer excess funds of \$2,500.00 from the Agency account to the Staff Senate Scholarship Fund to aid in endowing the fund sooner. The goal for the Scholarship fund is to endow it at \$20,000.00. Senator Dennis told the senate that if funds become tight for an unforeseen reason then we can transfer them back. A motion was made to transfer the \$2,500.00 from the Agency account to the Scholarship fund and passed. Orientation: President Robison reported that the staff orientations have been taking place on a monthly basis, but with the hiring freeze there have been very few new employees hired. They are currently inviting new staff that have been hired within the last six months to the orientation. Senator Brenda Singleton will be taking over the committee and orientations. She will work on setting up orientations for the evening or later in the day so more physical plant staff can attend. The next orientation will be July 18th from 1:30 to 3:30.

Old Business: The Article to change the meeting times that was tabled last month was brought up for a vote. Senator Dennis asked to take the Article off the table for Discussion. The current bylaws stated that the Staff Senate meets two times a month. After much discussion, the following revision to Article V was brought up for a vote and passed:

The regular meetings of the organization will be held on the second and last Wednesdays of each month except for May, July, August, December and January IN WHICH THERE MAY be one scheduled meeting per month. Special Meetings may be called into session as provided for in ARTICLE V of the Staff Senate Constitution. A quorum for any meeting of the Staff Senate consists of a majority of the elected members. All regular and special meetings held will be considered voting meetings.

Negotiating hours for pay at Ball games: President Robison asked the senate if anything had been decided regarding the number of hours the Senate is required to staff ball games and the amount of money to be received for each. Senator Wilkes said that she was trying to set up a meeting with Darrell Walsh but he is currently out of town. She also said that as soon as she can meet with him that she would try to have a sign up sheet available for the Football games. She also asked the senate about the requirement for each senator to work two Football and Basketball games each year. She asked the senators to remember this requirement and if slots are open to please sign up to work the games.

Cats on campus: The Ad Hoc committee has met. The committee has sent out some questionnaires asking questions and for comments. Senator Corcoran said that the main problem is that the cats are being fed in areas other than where the main feeding stations are located. There are currently three (3) feeding stations on campus. (McCastlain, Library and Arkansas Hall) Senator Corcoran asked the senate if we should ask the Administration to implement a policy directing employees and students to feed cats in these designated areas and ask them not to feed the cats in and around doorways. After discussion, this was sent back to committee to draft a recommendation for the Staff Senate to review. Senator Corcoran also stated that they are still trying to contact the Humane Society here on campus and receive

their input.

New Business: Homecoming: Jan Newcomer contacted President Robison to see if the Staff Senate wanted to participate in Homecoming activities again this year. National Women's Health Day: This is coming up and President Robison was contacted for Staff Senate participation in the area of Donations. Staff Senate Meeting Location Changes: President Robison asked the senate to consider changing the location of the meetings periodically throughout the year in order to see more of the campus and make it fair to all senators. Fringe Benefits: Senator Dennis reported that the Fringe Benefits committee would be meeting soon to review the bids for the insurance carrier for next year.

Adjournment and Next Meeting Date: The meeting adjourned at 11:10 a.m. The next meeting will be on August 13, 2003.

Michelle Burgin, Secretary/Treasurer



A meeting of the UCA Staff Senate was held at 10:00 a.m., Wednesday, June 11, 2003 in the Library second floor Conference Room. Senators present are indicated with (P) present, (A) absent, or (AE) absent excused:

Janice Austin (P), Jim Bemis (AE), Peggy Braden (P), Michelle Burgin (P), Judy Corcoran (P), David Dennis (P), Betty McClendon (AE), Deloise Mowdy (P), Lisa McCorkle (P), Sandy Olson (P), Brent Passmore (P), Julia Robison (P), Robert Rutledge (A), Ramona Sitz (A), Peggy Sublett (A), Lula Tyus (P), Sharon Wilkes (P), and Steve Wood (A). Senators are reminded of the attendance policy, which allows no more than three unexcused absences. Please notify Deloise Mowdy or Janice Austin if you are unable to attend a meeting as soon as possible.

Minutes: The minutes for the May 28, 2003 meeting were approved.

Treasurer's Report: Senator Austin passed out copies of the treasurer's report. After senator Austin went over a few items on the accounts, a motion was made and seconded to approve the report.

President's Report: President Mowdy told the senators that she had some of the family members of the troops thank the senate for collecting the stuff for the troops.

She went over the salary increase that classified staff will get on July 1. President Mowdy said she had contacted Jack Gillean after several staff members came to her saying that they had heard a rumor that the state was going to give a 2.7% salary increase on July 1. She went to him and asked him if there was going to be an increase for classified staff salaries and asked him if UCA staff would get the increase. She said it was her understanding that the money did not have to go for salary increases but reminded him that President Hardin had said that if money came available for salary increases it would be used for that. She asked Jack Gillean if he would please find out and let her know if there was going to be money available, and if it would be used for salary increases. He did look into it and told her that there was money available and would be used for salary increases. Senator Corcoran thought it would be a good idea to send a thank you card to President Hardin for letting the staff know about the salary increases in a timely manner. A motion was made and seconded to send a card. The motion passed.

Committee Reports: Courtesy Committee: Senator Austin reported for Sharon Russell chair of the Courtesy Committee. Thank you cards were sent to President Lu Hardin, Rick Burton, and Jan Newcomer for the picnic. A thank you card was also sent to Bryan Vote for the boxes he donated for shipping items to the troops.

Staff Development Committee: Senator Braden told the senate that it had cost around \$50.00 to fund the first brown bag luncheon. She asked if it would be OK to spend that much on the next two. President Mowdy told her that was fine because her committee had a \$300.00 budget.

New Employee Reception Committee: Senator Robison told the senate that there were not enough new employees to have a reception this month. She asked the senate what they thought about maybe having the reception once every two months. She said she would schedule some of them in the evening so the people that work at night could attend.

Old Business: President Mowdy told the senators that the blood drive would be held on July 15th and 16th. It will be in the mobile unit because there was not a place available on those days to set it up in a building.

The staff senate meeting and retreat June 25, 2003 will be held in BBA 220 from 12:00 until 4:00 p.m. President Mowdy did get word back from President Hardin giving the OK to meet that long. Lunch will be 12:00 to 1:00 with the meeting after that followed by the retreat. The retreat is an information session for the new senators.

Adjournment and Next Meeting Date: The meeting adjourned at 11:00 a.m. The next meeting will be on June 25, 2003 in BBA 220 with lunch and retreat.

Janice Austin, Secretary